



Public Schools of Petoskey

NOTICE OF POSITION OPENING

HEALTH CARE PARAPROFESSIONALS			
Date Posted	August 10, 2023	Application Deadline	August 22, 2023 or Open Until Filled
Primary Function	Working with student(s) who have difficulty succeeding physically, mentally, emotionally, or academically without special assistance. Assisting the classroom teacher with general student supports, as instructed.		
Preferred Qualifications	<ul style="list-style-type: none">❖ Minimum of an Associate’s Degree, or 60 hours from an approved college, preferred❖ Communicate effectively with students (and adults) in order to encourage and aid student progress❖ Such alternatives beyond the above qualifications as the board of education deems appropriate and acceptable		
Hours/Pay	Third party contracted positions; 7 hours/day; starting pay \$14.50/hour; paid leave days		
Responsibilities	Please see attached job description.		
Application Process	Please visit petoskeyschools.org/employment to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
Notice of Non-discrimination			
It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.			



Public Schools of Petoskey

POSITION: Health Care Aide

QUALIFICATIONS:

1. Minimum of an Associate Degree or 60 hours from an approved college, preferred.
2. Work cooperatively with others.
3. Follow instruction from teachers related to carrying out individual student's educational plans and meeting classroom expectations.
4. Demonstrate a positive interest in students with special needs.
5. Communicate effectively with students (and adults) in order to encourage and aid student progress.
6. Display an ability to keep accurate records (e.g., behavior observation charts).
7. Organized, self-directed, and flexible to work with varied schedules and individual needs.
8. Show a willingness to ask questions for clarification.
9. Demonstrate initiative and excellent work habits (i.e. attendance, punctuality, responsibility, and collaboration).
10. Has the ability to lift up to 50 pounds.
11. Abide by FERPA confidentiality laws in handling student and family information.
12. Additions to the above qualifications as the Superintendent or Board of Education deem appropriate.

REPORTS TO:

Building Principal (immediate supervisor) and Director of Teaching and Learning

PRIMARY FUNCTION:

Working with student(s) who have difficulty succeeding physically, mentally, emotionally, or academically without special assistance. Assisting the classroom teacher with general student supports, as instructed.

PERFORMANCE RESPONSIBILITIES:

1. Assists in daily classroom activities as directed by a Classroom Teacher, Special Education Teacher, Building Principal, or Director of Teaching and Learning.
2. Works with individual students or small groups as directed by a general education teacher or special education teacher. Areas of support may include the following and relate to IEP goals: academic, health, social/behavioral,

self-help, pre-vocational, recreational/leisure, communication and fine/gross motor skills.

3. Exhibits a pleasant, positive attitude and caring demeanor.
4. Shows willingness to participate and learn new things and to participate in scheduled workshops or professional development programs.
5. Assists teachers in enrichment activities outside the classroom (e.g. field trips, community involvement).
6. Assists teachers and office staff in providing ancillary services, such as catheterization, suctioning, tube feeding, toileting, following student behavior plans, working with diabetic or allergy concerns, etc. (Note: There will be training specific to needs.)
7. Assists in the maintenance of records, logs, etc.
8. Attends team and staff meetings, as appropriate.
9. Helps maintain classroom climate and culture for optimal learning.
10. Performs other related duties as assigned by the Building Principal or Director of Teaching and Learning.

OTHER INFORMATION:

This is a non-tenured, paraprofessional position that provides supplemental support to special education students in special education and general education classrooms.

Candidate must pass all required state and federal background checks.

TERMS OF EMPLOYMENT:

School year to a maximum of 182 days.

Days and hours are established annually (as needed and determined by the level and availability of supplementary funding received).

EVALUATION:

Performance expectations are appraised during the probationary period and annually in accordance with the policy of the Board of Education regarding support (non-certified) staff personnel.

Updated: 8.2024